

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
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 Appleby-in-Westmorland
 Cumbria
 CA16 6YB

Action Plan 2017-2018

Action	Description	Target / Completed
Council		
Business Continuity Plan	Develop business continuity plan	December 2017 / September 2018
Certificate in Local Council Administration	Clerk to achieve Certificate in Local Council Administration	March 2018 / March 2019
Council Training	Administration Assistant to attend Clerk's Induction and Local Council Finance training	March 2018 / May 2018
Local Council Award Scheme	Submit evidence to achieve quality level	December 2017 / March 2019
Minutes	Consolidate Council Meetings 1974 – to date	March 2018 / In progress
Papers and Records	Review papers and records stored in Moot Hall loft	March 2018 / In progress
Website	Develop new website for Council information in accordance with the transparency code	March 2018 / October 2017
Finance		
Grant Application	Submit grant application to Eden Community Fund for HD presentation system for the Supper Room	January 2018 / January 2018
Current Account	Change current account to reduce bank charges	September 2017 / September 2018
Planning and General Purpose		
Heritage Action Zone (HAZ)	Work in partnership with Eden District Council and Historic England to facilitate the delivery of the HAZ project	Ongoing

Local Delivery of Services	Work with Eden District Council to transfer local services	Ongoing
Neighbourhood Development Plan	Establish Steering Group to progress Neighbourhood Development Plan	September 2017 / June 2018
Property		
Buildings Surveys	Complete surveys on all Council owned buildings	March 2017 / March 2018
Cloisters: Flood Resilience	Complete flood resilience measures	June 2017 / October 2018
Cloisters: Paving	Relay paving following the flooding of December 2015	May 2017 / May 2017
Cloisters: Ceiling	Paint ceiling with anti-graffiti paint	September 2017 / September 2017
Dowpitts Wood	Work with Eden Rivers Trust to improve access	Match 2018 / In progress
Fair Hill: Remove Fence	Remove fence from tree plantation	November 2017 / June 2018
Moot Hall: Significance Appraisal	Work with consultants to complete a report in to the significance of the Moot Hall	December 2017 / April 2018
Moot Hall: Options Appraisal	Work with consultants to develop an options appraisal on the Moot Hall which will improve access and funding opportunities	October 2018 / In progress
Moot Hall: Fire Risk Assessment	Complete Fire Risk Assessment	November 2017 / November 2017
Public Hall: Heating	Install new heating system in Main Hall	October 2017 / December 2017
Public Hall: Fire Risk Assessment	Complete Fire Risk Assessment	November 2017 / November 2017
Public Hall: Electrical Inspection	Complete 5 year electrical inspection	January 2018 / January 2018
Community		
Alice Palmer's Trees	Plant trees in memory of Alice Palmer	November 2017 / November 2017
Edenside Residential Home	Support Oaklea Trust's bid to purchase Edenside and create extra care housing	Ongoing

Flooding	Continue to work with authorities in the aftermath of December's floods	Ongoing
Bus Services	Promote the use of all services to ensure commercial viability	Ongoing
Skate Park	Support the community progress plans for a skate park	Ongoing
Tourism		
Eden Valley Map	Design and publish Eden Valley Map and guide to surrounding villages	May 2017 / May 2017
Interpretative Boards	Design and erect 2 new interpretive boards near the river	May 2017 / May 2017
Taste Appleby	Work with businesses to promote Taste Appleby event	July 2017 / July 2017
Website	Develop new website specifically to promote tourism	April 2017 / April 2017